

**State of Maryland  
Department of Health and Mental Hygiene**



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**MEMORANDUM**

**TO** Chief Financial Officers

**FROM** Dennis Phelps, Associate Director Audit and Compliance

**SUBJECT** Transformational Implementation Grant Program Reporting FY 2017

**DATE** July 18, 2016

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On July 11, 2016, the HSCRC awarded your hospital grant money in accordance with the Transformational Implementation Grant Program. As a condition for receiving the funds, the HSCRC is requiring each Grantee hospital to submit programmatic expenditure reports to the Commission.

These reports will be used to determine whether the Grantees have utilized grant funds consistent with the approved proposal. Grantee hospitals are required to file a revised budget using the final approved award with a budget narrative outlining the following bullet points:

- Summary of program objectives and measurable matrix
- Full Description of each expense category
- Time line of Program implementation
- Program Partners

This initial budget and the narrative will be due on August 15, 2016. Additionally, grantee hospitals shall file a six-month interim budget variance report that is due on February 15, 2017, as well as a year-end budget variance report that will be due on August 15, 2017. Enclosed please find instructions and the budget template for completing these reports. Please note, these grant funding reports are subject to audit.

If you have any questions, please call Christopher O'Brien at 410-764-3675, or William Hoff at 410-764-4338.

Thank you for your cooperation.